

Project Progress Report

Project Name: Travel & Expense Management Project (TEMS)

Reporting Period: From: September 1, 2005 To: September 30, 2005

Audience:

Schedule Status: ☒ **GREEN** ☐ **YELLOW** ☐ **RED**

(Green = project is on-time; Yellow = project is 10% behind schedule; Red = project is more than 10% behind schedule or a significant risk has arisen that could cause failure of the project)

Budget Status: ☒ **GREEN** ☐ **YELLOW** ☐ **RED**

(Green = project is on-budget; Yellow = project is 10% over budget; Red = project is more than 10% over budget or a significant risk has arisen that could cause failure of the project)

Risk Status: ☒ **GREEN** ☐ **YELLOW** ☐ **RED**

(Green = no new risks; Yellow = new risks are level 6 or less; Red = new risks are level 9)

Project Phase:

Phase Status

- ☒ Feasibility Study
- Implementation Phase
- ☐ Project Initiation
- ☐ Project Planning
- ☐ Project Execution and Control
- ☐ Project Closure

In Process

Phase Deliverable

Deliverables for this phase are:

- Software Requirements Specification for the Travel & Expense Management System
- Alternatives Analysis
- Cost Benefit Analysis
- Risk Assessment
- Alternatives Recommendation
- Implementation Plan for next Phase
- Approved Project Charter & Project Plan for the Implementation Phase

Achievements

- Held project kickoff meeting.
- Held first Steering Committee Meeting – reviewed charter.
- Held first User Group meeting to review functional requirements.
- Worked with Roadmap team to coordinate activities and deliverables. TEMS Product

Managers (Larry Johnson & Denise Tabler will attend Roadmap modeling sessions to make sure the projects keep aligned and TEMS team is aware of recommendations and best practices.

Drafted project schedule and project management plan.

Objectives for the next reporting period

Hold User Group meetings throughout October (into mid-November) to review, validate, update, and prioritize requirements.

Identify viable alternative categories (e.g., build, ERP, COTS complete package, COTS service bureau).

Work on technical requirements.

Work on Software Requirements Specification document.

Schedule

The TEMS Project's first phase will be a Feasibility study that will last until February 2006. The Implementation Phase schedule will depend on the selected alternatives.

Budget

Estimate about 4000 hours effort for the Feasibility Phase. (Sept. 2005 through mid-February 2006)

Issues

No new issues.

Risks

Newly discovered or re-arisen, including Risk Severity Indicator

No new risks at this time.

Progress Summary

Effort					Cost				Schedule			
Milestone	Original Estimate	Actual To Date	Estimate to Complete	Variance	Original Estimate	Actual To Date	Estimate to Complete	Variance	Original Start Date	Revised Start Date	Original End Date	Revised End Date
Feasibility Study	4000	0	0	0					Kickoff: Sept. 8, 2005	same	Feb. 22, 2006	